



EXAMINATION OPEN TO THE PUBLIC MEDIA PRODUCTION TECHNICIAN

ANNUAL \$47,967
SALARY: \$62,095

SALARY
GROUP: TC 17

APPLICATION CLOSING
DATE: AUGUST 4, 2015

EXAM
NO: 150810OCDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for independently performing the full range of support or technical functions in cooperation with agency personnel to meet the needs for videotapes, digital recordings, sound recordings and other audio-visual materials and equipment.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **August 4, 2015**.

GENERAL EXPERIENCE: Four years of experience in television, video tape or digital media production.

SUBSTITUTION ALLOWED: College training in communication sciences or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: Incumbents in this class having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification at the time of appointment.

PHYSICAL REQUIREMENT: (1) Incumbents in this class must have sufficient strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness in order to perform duties of the class. (2) A physical examination may be required.

WORKING CONDITIONS: Incumbents may be required to lift equipment; may be exposed to some risk of injury from assaultive and/or abusive patients or clients.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of video tape, digital and audio recording equipment; interpersonal skills; oral and written communication skills; skill in operation, installation, maintenance and minor repair of audio-visual equipment and accessories; ability to schedule and prepare for video tape, digital and audio recording sessions; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Media Production Technician include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Media Production Technician cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Detail your experiences in this area and describe examples of video, digital and audio productions that you have planned, provided technical assistance on during planning, or where you have prepared specifications for productions that were done by others. Describe the type/purpose of the production and your specific role in the planning process. Include details of your experience utilizing Social Media as a media source for your productions. **(2)** Detail your experience in this area and describe examples of video, digital and audio productions that you have produced or directed. Describe the type/purpose of the production, the settings, camera equipment used, and technical considerations that were part of the production. Also include the different types of people involved in the taping (such as doctors, nurses, patients, guards, inmates, children, families, etc.) **(3)** List the different types of video, digital and audio recording equipment and accessories that you have used and your role in the operation, maintenance and repair of this equipment. **(4)** Describe your experience in this area and describe examples of photographs you have taken and developed, and photographic and graphic materials you have designed and prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by August 4, 2015.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875).** **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by September 28, 2015.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.